

REQUIREMENTS FOR SECONDARY CERTIFICATES

ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

➤ **Provisional Secondary Education, 6-12 Certificate**

The Provisional certificate is valid for 3 years and is not renewable, but may be extended once for 3 years.

Requirements for the Provisional Secondary Education, 6-12 certificate are:

1. Completed [Application for Certification](#)
2. Appropriate Fee (See Application for Certification)
3. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic). For more information visit the [Arizona Department of Public Safety](#) website or call (602) 223-2279.
4. A Bachelor's or more advanced degree from an accredited institution. Official transcript(s) must be submitted.
5. One of the following (Option A, B, or C):
 - A. Completion of a teacher preparation program in secondary education from an accredited institution or from a Board-approved teacher preparation program.
 - B. Thirty (30) semester hours of education courses including at least 8 semester hours of practicum in grades 6-12. **Two years** of verified full-time teaching experience in grades 6 through Postsecondary may substitute for the 8 semester hours of practicum. Submit a [Verification of Teaching Experience](#) form signed and completed by the District Superintendent or Personnel/HR Director to verify teaching experience. Courses which teach the knowledge and skills described in the professional teaching standards such as learning theory, classroom management, methods and assessment are acceptable.
 - C. A valid secondary education certificate from another state.
6. Professional Knowledge Secondary Exam.
One of the following (Option A, B, C or D):
 - A. A passing score on the NES Assessment of Professional Knowledge: Secondary **or** a passing score on the AEPA Professional Knowledge Secondary exam (replaced by the NES Assessment).
 - B. A passing score on a [comparable out-of-state](#) Professional Knowledge: Secondary exam. Submit the official score report with your application. **Note:** The score report must indicate that you passed the exam.
 - C. A valid comparable certificate from the National Board for Professional Teaching Standards. Submit a notarized copy of the certificate.
 - D. Three (3) years of full-time teaching in grades K-12. Submit a [Verification of Teaching Experience](#) form signed and completed by the District Superintendent or Personnel/HR Director to verify teaching experience.
7. Subject Knowledge Secondary Education Exam. *
One of the following (Option A, B, C, or D):
 - A. A passing score on the Subject Knowledge Secondary Education portion of the Arizona Educator Exam. Subject Knowledge assessments offered for the following: [See List](#). If a proficiency assessment is not offered in a subject area, an approved area shall consist of 24 semester hours of subject-related courses from an accredited institution.
 - A teacher's language proficiency in a Native American language shall be verified on official letterhead by a person, persons, or entity designated by the appropriate tribe in lieu of the 24 semester hours of courses in the language.
 - If a language assessment is not offered through the Arizona Teacher Proficiency Assessment, a passing score of Advanced Low on the American Council on the Teaching of Foreign Languages (ACTFL) for the speaking and writing exams may demonstrate proficiency in the foreign language in lieu of the 24 semester hours of coursework. The ACTFL exam must have been passed within the two years prior to application.
 - B. A passing score on a [comparable out-of-state](#) Subject Knowledge Secondary Education examination. Submit the official score report with your application. **Note:** The score report must indicate that you passed the exam.
 - C. A valid comparable certificate from the National Board for Professional Teaching Standards. Submit a notarized copy of the certificate.
 - D. Master's degree from an accredited institution in the appropriate subject area.

* **Note:** The secondary certificate requires an approved area to teach grades 6-12. A middle grades subject knowledge test **does not** meet the subject knowledge exam requirement for a secondary certificate. Applicants must meet the subject knowledge exam requirement to qualify for a 6-12 approved area.

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8. Structured English Immersion (SEI) Endorsement **

The SEI endorsement requires **one** of the following (option A, B, or C):

- A. Official transcript documenting a three (3) semester hours State Board approved SEI course or comparable SEI training from another state.
- B. Certificate of training documenting completion of forty-five (45) clock hours of State Board approved SEI training or comparable SEI training from another state.
- C. Teachers and administrators who hold a **Full** English as a Second Language (ESL) or **Full** Bilingual Education endorsement are exempt from the SEI requirement.

**** Note:** The requirements for a SEI endorsement may be waived for a period not to exceed **three years** for individuals who graduate from administrator or teacher preparation programs that are not approved by the Arizona State Board of Education and meet all other certification requirements.

Requirements # 9 and # 10 are required within one year or three years. ***

9. Arizona Constitution (a college course or the appropriate examination).

10. U.S. Constitution (a college course or the appropriate examination).

*****NOTE:** If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution you have **three years** under a valid teaching certificate to fulfill the requirement, except that if you are teaching an academic course on History, Government, Social Studies, Citizenship, Law, or Civics, you have **one year** to fulfill the requirement(s).

➤ STANDARD SECONDARY EDUCATION, 6-12 CERTIFICATE

The Standard certificate is valid for 6 years and is renewable.

Requirements for the Standard Secondary Education, 6-12 certificate are:

1. Qualify and hold the Provisional Secondary Education certificate for a minimum of 2 years.
2. Two years of verified full-time teaching experience during the valid period of the Provisional certificate may be used to convert the Provisional certificate to a Standard certificate. Submit a conversion form signed by the District Superintendent or Personnel Director verifying two years of full-time teaching experience during the valid period of the Provisional certificate being converted.
3. Verification of 3 semester hours or 45 clock hours of state approved Structured English Immersion (SEI) training or comparable state approved SEI training from another state to qualify for the Full SEI endorsement.
NOTE: Individuals who hold a Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement.
4. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic). For more information visit the [Arizona Department of Public Safety](http://www.AZED.GOV/EDUCATOR-CERTIFICATION/) website or call (602) 223-2279.